



Department of Defense

INSTRUCTION

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Incorporating Change 2, March 31, 2020

USD(A&S)

SUBJECT: Defense Logistics Agency (DLA) Document Services

- References:
- (a) DoD Directive 5330.3, "Defense Automated Printing Service (DAPS)," June 25, 1997 (hereby cancelled)
 - (b) Deputy Secretary of Defense Memorandum, "DoD Directives Review – Phase II," July 13, 2005
 - (c) DoD Directive 5134.01, "Under Secretary of Defense for Acquisition, Technology, and Logistics," December 9, 2005, as amended
 - (d) Deputy Secretary of Defense Memorandum, "Establishment of the Office of the Under Secretary of Defense for Research and Engineering and the Office of the Under Secretary of Defense for Acquisition and Sustainment," July 13, 2018

1. REISSUANCE AND PURPOSE

This Instruction:

- 1.1. Reissues Reference (a) as a DoD Instruction, under References (b) and (c).
- 1.2. Updates the associated mission, responsibilities, functions, and relationships of DLA Document Services, under DLA.

2. APPLICABILITY

This Instruction applies to OSD, the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereinafter referred to collectively as the "DoD Components").

3. MISSION

Under the Director, DLA, the DLA Document Services will serve as the DoD single manager for printing and high speed-high volume duplicating, including both the operation of DoD in-house facilities and the procurement of these services from outside the Department of Defense, and as the preferred provider of document conversion and/or automation services (all of which is hereafter referred to collectively as “document services”) in the Department of Defense, excluding the following:

3.1. Intelligence Agencies of the Department of Defense (the Defense Intelligence Agency, the National Security Agency, and the National Geospatial-Intelligence Agency).

3.2. Tactical activities and National Guard and Reserve organizations, except as mutually agreed by the cognizant DoD Component and the Director, DLA Document Services.

4. ORGANIZATION AND MANAGEMENT

The DLA Document Services is established as a component of the DLA. It will consist of a Director and subordinate organizational elements established within assigned resources.

5. RESPONSIBILITIES AND FUNCTIONS

5.1. The Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)):

5.1.1. Serves as the principal staff assistant and advisor to the Secretary of Defense on document services policies and programs and provides policy guidance to the DoD Components regarding the operation and management of document services in the Department of Defense.

5.1.2. Represents the Department of Defense on printing services policy matters with the Joint Committee on Printing (JCP), Government Printing Office (GPO), Office of Management and Budget (OMB), and other Government Agencies.

5.2. The Director, DLA, under the authority, direction, and control of the USD(A&S), as the single manager for DoD document services, including the operation of DoD in-house facilities and for the departmental printing services procurement functions:

5.2.1. Exercises authority, direction, and control over the DLA Document Services.

5.2.2. Appoints a Director to manage and operate the DLA Document Services

5.2.3. Provides guidance to the Director regarding the management of the DLA Document Services and its relationships with other commands, organizations, and activities within the DLA, as well as with other DoD Components and Government Agencies.

5.2.4. Finances the operations of the DLA Document Services under the Printing and Publications Services Business Area of the Defense Working Capital Fund.

5.3. The Director, DLA Document Services, under the Director, DLA:

5.3.1. Organizes, directs, and manages the DLA Document Services and all its assigned resources; produces or procures document services; and administers, supervises, and controls all assigned programs, services, and functions.

5.3.2. Provides effective and efficient document services support to the DoD Components.

5.3.3. Conducts a coordinated DoD document services program covering the production, procurement, and distribution of publications.

5.3.4. Administers Department-wide document services management systems, programs, and activities, including technical assistance, support services, and information.

5.3.5. Provides advice and assistance on document services matters to the DoD Components and other organizations, as appropriate.

5.3.6. Acts as the DoD representative for technical document services matters under DLA Document Services cognizance with the JCP, GPO, OMB, and other Government Agencies.

5.3.7. Ensures that the products and services provided are based on “best value” as determined by quality, price, and delivery time.

5.3.8. Prescribes the use of DD Forms 282, “DoD Printing Requisition/Order,” 843, “Requisition For Printing and Binding Service,” and 844, “Requisition For Local Duplicating Service,” for DoD-wide uniform use in requesting printing, duplicating, and reproduction work from printing and duplicating facilities.

5.4. The Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense provides policy guidance on the functioning of the Printing and Publications Services Business Area of the Defense Working Capital Fund and related financial management matters.

5.5. The Heads of the DoD Components:

5.5.1. Obtain document services through DLA Document Services, consistent with the provisions of this Instruction.

5.5.2. Cooperate with and provide necessary information and assistance to the Director, DLA, and Director, DLA Document Services, in establishing requirements, arranging for and executing inter-Service support agreements, and enabling the DLA Document Services to provide them with the required products and services in an effective and efficient manner.

6. RELATIONSHIPS

6.1. In the performance of assigned responsibilities and functions, the Director, DLA Document Services will:

6.1.1. Maintain liaison with the DoD Components, other Government Agencies, and private sector organizations for the exchange of information concerning assigned programs, activities, and responsibilities.

6.1.2. Use existing systems, facilities, and services of the Department of Defense and other Federal Agencies, when practicable, to avoid duplication and to achieve maximum efficiency and economy.

6.2. The Heads of the DoD Components will coordinate with the Director, DLA Document Services on all matters related to the responsibilities and functions assigned in this Instruction.

7. RELEASABILITY. **Cleared for public release.** This issuance is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

8. SUMMARY OF CHANGE 2. This change is administrative and updates references and organizational symbols to reflect the reorganization of the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics, pursuant to the July 13, 2018 Deputy Secretary of Defense Memorandum (Reference (d)).

9. EFFECTIVE DATE

This Instruction is effective February 8, 2006.



Kenneth J. Kieg
Under Secretary of Defense for
Acquisition, Technology, and Logistics